

GENERIC Prep Meeting Activities for CRA/CEVP®

WSDOT CRA/CEVP® PREP SESSION
 SR ### Project Name (Book Title if available)
 DATE
 Building and Room Name
 Address Line 1
 Address Line 1
 Telephone Number of Reception Desk

LEAD & TIME Typical Minutes	PREP SESSION OBJECTIVES	RESULT ----- OUTCOME ----- PRODUCT
CREM 10	Welcome, sign-in, Introduction and Agenda Review	A good start.
CREM Risk Leads Cost Leads 20	1. Brief Overview of CRA/CEVP® Process <ol style="list-style-type: none"> Estimates are not a single number; Risk identification and quantification; Transforming a cost estimate to a validated base; Modeling and CRA/CEVP® results. 	Understand the process and your role.
Project Team 40	2. Review project <ol style="list-style-type: none"> Describe the project and characteristics; Review Schedule and cost risk issues, constraints; Identify project elements for validation; Identify alternatives and scenarios. 	Understand project features and work elements.
Risk Lead 50	3. Develop draft flowchart(s) for project <ol style="list-style-type: none"> Create an abstract of the project schedule. 	PRODUCT: Flowchart of project to be used in workshop.
15	Break	
All 50	4. Identify workshop participants – roles/expectations <ol style="list-style-type: none"> Project team attendees; Cost and Risk Attendees; Subject Matter Experts (WSDOT & external); Coordination of Time; Roles and expectations. 	PRODUCT: Workshop attendee list. Whom will be needed and when.
All 10	5. Summarize Meeting <ol style="list-style-type: none"> List Action Items, due dates and lead person; Identify any other action items for workshop (for example preliminary cost review, communication, and coordination with specialty groups); Agree on Length of Workshop and Agenda Summarize deliverable due dates: <ul style="list-style-type: none"> Base estimate, scenarios, draft and final report. Adjourn 	Know exactly what you will do when you leave to prepare for the workshop.